

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Highway Technician Series

Classes in the Series

Series 1:

<u>Class Code</u>	<u>Class Title</u>
08121	Highway Technicians Associate
08113	Equipment, Operator, Senior
08115	Garage Operations Assistant

Series 2:

<u>Class Code</u>	<u>Class Title</u>
08121	Highway Technician Associate
08122	Highway Technician
08123	Highway Technician, Senior

Series Concept

Positions in this series are responsible for performing a variety of highway activities including snow and ice control and roadway repair and maintenance. The higher level technicians may rotate between highway maintenance and highway construction activities as appropriate for the season. Construction activities include such things as checking grades and elevations, sampling, testing and inspecting construction materials, lab tests and routine survey activities. Positions in this series are also responsible for performing equipment operation, or assisting in the coordination of operations, and physical labor activities including operation of equipment such as, but not limited to, dump trucks, front end loaders, tractors, motor graders, and an array of support equipment such as air compressors, oil distributors, pneumatic tools, and hand tools such as chain saws, hand drills, weed trimmers, lawn mowers and shovels.

Exclusions

Positions that are responsible for exclusively performing engineering support, or construction trades-related work including project inspection and monitoring, or construction survey. Such positions are generally classified in the Construction Technician series.

Positions that exclusively perform technical on-site field or technical laboratory work in the sampling, testing, and inspection of materials used in highway construction and maintenance projects. Such positions are generally classified in the Materials Technician series.

Positions classified as Equipment Operator (Code 08111) are excluded from the series because this job class is used only by Public Defense.

Class Distinctions

Highway Technician Associate

Positions in this class operate equipment to perform maintenance of roadway, roadside, right of way, shoulder, bridge, and highway grading and paving projects. They perform routine bridge inspections, traffic control and may perform crew leader duties in the absence of a leadworker or supervisor. Positions operate snow and ice removal equipment including heavy duty trucks equipped with various types of snow plows, and they prepare and spread abrasives and de-icing chemicals on the roadway.

This is the first level in a three-level Highway Technician series and is distinguished from the Highway Technician in that they do not rotate seasonally between maintenance and construction activities, and from the Highway Technician, Senior in that they are not leadworkers as are found in that level.

Equipment Operator, Senior

At this level, positions are responsible for serving as leadworkers, providing or overseeing specialized highway maintenance services, and assisting in the coordination of operations by assisting in the planning of work schedules, providing leadership and guidance to Equipment Operators, organizing maintenance operations, monitoring work performed, compiling crew work statistics and documenting all activities; performs related work as required. This position is distinguished from the Equipment Operator by its responsibility for serving as a leadworker and coordinating work by assisting in the planning of work, providing guidance to Equipment Operators, and monitoring work. The Equipment Operator, Senior is distinguished from the Garage Operations Assistant, in that the Garage Operations Assistant's primary responsibility is to serve as the principal assistant to a Highway Maintenance Supervisor by planning maintenance activities, establishing priorities, goals and objectives for maintenance activities, and performing the daily scheduling and reporting.

Garage Operations Assistant

At this level, positions are responsible for serving as the direct assistant to a Highway Maintenance Supervisor by planning maintenance activities, establishing priorities, goals and objectives for maintenance activities, and performing scheduling, reporting and overseeing the work of other employees. The classification is responsible for responding to and scheduling around emergency situations, providing input on the budget, documenting accidents, and preparing narrative and statistical reports detailing

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Highway Technician Series

Equipment Operator, Senior

At this level, positions are responsible for serving as leadworkers, providing or overseeing specialized highway maintenance services, and assisting in the coordination of operations by assisting in the planning of work schedules, providing leadership and guidance to Equipment Operators, organizing maintenance operations, monitoring work performed, compiling crew work statistics and documenting all activities; performs related work as required. This position is distinguished from the Equipment Operator by its responsibility for serving as a leadworker and coordinating work by assisting in the planning of work, providing guidance to Equipment Operators, and monitoring work. The Equipment Operator, Senior is distinguished from the Garage Operations Assistant, in that the Garage Operations Assistant's primary responsibility is to serve as the principal assistant to a Highway Maintenance Supervisor by planning maintenance activities, establishing priorities, goals and objectives for maintenance activities, and performing the daily scheduling and reporting.

Garage Operations Assistant

At this level, positions are responsible for serving as the direct assistant to a Highway Maintenance Supervisor by planning maintenance activities, establishing priorities, goals and objectives for maintenance activities, and performing scheduling, reporting and overseeing the work of other employees. The classification is responsible for responding to and scheduling around emergency situations, providing input on the budget, documenting accidents, and preparing narrative and statistical reports detailing

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